**Superintendent/Executive Regional Directors**

**Weekly Team Meeting**

**August 16, 2013**

**1-2:30pm**

**Guiding Question:** How do we lead implementation of the MCPS 21st Model of Education, meet the five District goals using the Professional Learning Communities model (DuFour, et al)?

**Long-term targets:**

* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Consistently and fully implement the PLC structure district-wide
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Debrief August 12 K-12 Leadership PLC meeting on August 12
* Review beginning draft of year-long plan for K-12 Leadership PLC: power standards and starting targets
* Update on strategic plan: Thematic Academies (Karen/Mark) and PLCs (Karen)
* Ascertain readiness for new school year:
  + Staffing hotspots
  + Materials and supplies
  + Facilities

**Roles for this meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Karen
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **1:00-1:02** | Review and revise agenda   * Heather will adjust the guiding question and long-term target for ALL future Supt/ERD, ERD, and K-12 Leadership PLC agendas * Heather will be the note-taker and agenda setter |
| **1:02-1:10** | Reading  Positive outliers were a lot like John Wooden. Focused on small and seemingly mundane aspects of their work. Focused on use of time, every second and minute used for instruction. Detailed plans for efficiency of classrooms, transitions, passing out papers, etc. Tend to be more rigorous and ask higher level questions.  Get it, do it concept: knowing WHAT they should be doing (thru workshops) was not enough to make them successful.   1. Practice key skills multiple times in the workshops (do fewer things better) 2. Train coaches (principals and mentor teachers) to help with practicing the right things 3. Occur over time |
| **1:10-1:15** | Review norms and reciprocal commitments  Norms:   * Heather will make slight grammatical corrector to procedural norm #4. * No changes to Interpersonal Norms. * Agreed to how we will respond to norms.   Commitments from Superintendent to ERDs:   * Heather will make slight adjustment to #4 typo   Commitments from ERDs to Superintendent:   * Remove line “be honest and trustworthy” this is implicit in all the work we do, no need to state it here * Adjust last one to state: Stay on course – look beyond what we are doing everyday for continuous improvement |
| **1:15-1:25** | Debrief August 12 K-12 Leadership PLC meeting on August 12  PLUS   * Agenda is highly focused – less topics, more detail * Two hour meeting time was good – quick * Organized, all materials there and ready to go * Excellent facilitation * Detail in agenda very useful * Built in time for practice was appreciated and moves us in the direction we want to go * Wasn’t “business as usual”   DELTA   * Focus the agenda more or increase amount of time – did not get through the agenda * Consider inviting assistant principals, deans, and TOSAs – message is too important and helps us build the team with same background   + Principals have unique role as LEADER   + Have an expectation and practice with principals their responsibility with regard to the leadership team in their buildings   + Work to develop protocols to provide meaningful practice to the entire administrative team of buildings * 2 hours didn’t afford time for social and welcome back * Consider that principals need to prepare something in the interim – connect directly to something we are doing in the meeting |
| **1:25-1:35** | Review beginning draft of year-long plan for K-12 Leadership PLC: power standards and starting targets  Add this to agenda for next week’s meeting for further discussion of next steps. |
| **1:35-1:45** | Update on strategic plan progress:   * Thematic Academies “Picture”(Karen/Mark) * PLCs “picture” (Karen)   Karen and Mark will meet in the next two weeks and complete the “picture” for these two areas by 8am, 8/29/2013 for Supt/ERD meeting. Add this to the ERD meeting on 8/28/2013. |
| **1:45-1:55** | Ascertain readiness for new school year:   * Staffing hotspots – Hellgate HS library media aide request; * Materials and supplies –   + many supplies and materials have been delivered to schools, but not disseminated as secretaries just came back.   + Mark will write email re: financial software “patience needed” - Today * Facilities – all are looking good |
| **1:55-2:10** | Address other items not on agenda   * Reschedule 8/28/13 (first day of school) ERD meeting – add to ERD agenda next week * “Promises made, promises broken”   + in the area of facilities and technology     - Need to fix the work order system     - Communication of status/progress   + Review IB visitation to Colorado team at ERD meeting next week – add to agenda * Hemen Foundation grant: $70,000 for PLTW middle school – congratulations and thank you Mark. * Director of Technology and Communication hiring progress – Mark will move forward with this * Writing Collaborative- 2 year commitment; Alanna will facilitate, coordinate, and communicate and Karen will communicate that to Alanna * Teresa Jacobs – PEP can project on next Supt/ERD agenda |
| **2:10-2:20** | Conclude meeting with a summary and determine items for next meeting agenda  Reviewed |
| **2:20-2:30** | Plus/Delta   * What went well? What might we do differently? * How did we do with following our norms?   PLUS   * Like the new system and agenda * Good structure and organization * Stayed on time |